

## DEPARTMENT OF THE ARMY VOLUNTEER AWARDS

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### Decoration for Distinguished Civilian Service

**References:** AR 672-20, paragraph 9-2; and DA Pamphlet 672-20, paragraph 5-6.

**Criteria:** Individuals nominated for this award must have provided distinguished service that made a substantial contribution to the accomplishment of the Army's mission. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

**Nominating Procedures:** Nominations must be submitted within 6 months after the end of the period of service to be recognized. Nominations must include a list of previous awards; a proposed citation of not more than 95 words; a description of the project, research, or service performed; the name of the activity in which the service was performed; the dates of service; and the relationship and value of the service to the Army.

**Award:** Gold medal, lapel button, and DA Form 7016 (Department of the Army Decoration for Distinguished Civilian Service Certificate).

**Approval Authority:** Secretary of the Army.

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### Secretary of the Army Public Service Award

**Reference:** AR 672-20, paragraph 9-2.1.

**Criteria:** Individuals nominated for this award must be private citizens, such as spouses of military members, who have provided exceptional public service to the Army that is deserving of greater recognition than that which may be granted by the commander of a major Army command (MACOM). Army civilian employees, military personnel, and Army contractors are not eligible for this award.

**Nominating Procedures:** Nominations must be forwarded to the Army Incentive Awards Board through command channels.

**Award:** Silver medal, lapel button, and DA Form 7402 (Secretary of the Army Public Service Award).

**Approval Authority:** Secretary of the Army.

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### Award: Civilian Award for Humanitarian Service

**Reference:** AR 672-20, paragraph 8-8.

**Criteria:** Individuals nominated for this award must have distinguished themselves by meritorious, direct, "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or group of individuals. Nominations must include documentation that substantiates on-site participation in the humanitarian act or operation. Nominations should cover the period of service during which the individual performed significant humanitarian actions, deeds, or achievements.

**Nominating Procedures:** Nominations should be submitted to the MACOM commander or Secretary of the Army.

**Award:** Medal, lapel button, and DA Form 5652 (Civilian Award for Humanitarian Service).

**Approval Authority:** MACOM commander or Secretary of the Army.

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### Award: Outstanding Civilian Service Award

**Reference:** AR 672-20, paragraph 9-3.

**Criteria:** Individuals nominated for this award must have provided outstanding service that made a substantial contribution or is of significance to the MACOM concerned. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

**Nominating Procedures:** Nominations must be sent through the chain of command.

**Award:** Bronze medal, lapel button, and DA Form 7017 (Department of the Army Outstanding Civilian Service Certificate).

**Approval Authority:** Secretary of the Army or commanders in the rank of major general and above.

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### Commander's Award for Public Service

**Reference:** AR 672-20, paragraph 9-4.

**Criteria:** Individuals nominated for this award must have provided service or made achievements that contributed significantly to the accomplishment of the mission of an Army activity, command, or staff agency. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

**Nominating Procedures:** Nominations must be sent through the chain of command.

**Award:** Bronze medal, lapel button, and DA Form 5231 (Commander's Award for Public Service).

**Approval Authority:** Any commander (colonel and above) to include tactical commanders, commanders exercising courts-martial authority, principal officials of HQDA staff agencies, general officers, and members of the Senior Executive Service.

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### Military Outstanding Volunteer Service Medal (MOVSM)

**References:** AR 600-8-22, paragraph 2-16; and USAREUR Regulation 600-8-22, paragraph 18.

**Criteria:** Individuals nominated for this award must be members of the U.S. Armed Forces or Reserve Components who performed outstanding volunteer community service of a sustained, direct, and consequential nature. The service must be to the civilian community, including the military family community; be significant in nature and produce tangible results; reflect favorably on the military service and the Department of Defense; and be sustained and direct in nature. Commanders should verify the hours of service with the installation volunteer coordinator. No specific hour criteria exist for this award, although the award is intended to recognize exceptional community support and to honor direct support of community activities.

**Nominating Procedures:** Nominations must be sent through chain of command on DA Form 638 (Recommendation for Award). Nominations should include substantiating documentation attached as enclosures to the recommendation, such as a record of hours contributed, letters or certificates from activity supervisors, or other proof of the servicemember's volunteer services.

**Award:** Medal set and ribbon. Categorized as a service award; no orders are issued and no certificate accompanies the award. However, commanders may present certificates of achievement or appreciation with the award.

**Approval Authority:** Commanders, to include tactical commanders, in the rank of lieutenant colonel and above.

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### Commander's Coin

**Reference:** USAREUR Regulation 710-23, paragraphs 4a and c.

**Criteria:** Individuals who receive commander's coins may be U.S. military members, U.S. Government employees, and local national civilian employees whose excellent or unique accomplishments contributed to the efficiency, economy, or other improvement of U.S. Army operations. Commander's coins may be presented to U.S. Army personnel to recognize the performance of assigned duties only when that performance constitutes a unique accomplishment that clearly contributes to increased efficiency. Commanders may allow others to present coins on their behalf. Coins will not be presented to peers or superiors.

**Nominating Procedures:** Coins may be presented at the discretion of the commander or command sergeant major.

**Award:** Coin.

**Approval Authority:** Battalion/brigade commanders and command sergeants major, to include tactical commanders and tactical command sergeants major, division/corps commanders and command sergeants major, and the CG, USAREUR/7A, DCG, USAREUR/7A, and Command Sergeant Major, USAREUR/7A.



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### Certificate of Achievement

**References:** AR 672-20, paragraph 8-9; and DA Pamphlet 672-5, table B-2.

**Criteria:** Individuals or groups nominated for this award must have made contributions on the same level as that of the following: Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, saving of manpower, time, space, or materials; significantly improved employee morale and job performance; or demonstrated personal diligence or initiative that was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

**Nominating Procedures:** Nominations must be sent through the chain of command.

**Award:** DA Form 2442 (Certificate of Achievement).

**Approval Authority:** Commanders, to include tactical commanders, in the rank of lieutenant colonel and above.

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### Certificate of Appreciation for Patriotic Civilian Service

**Reference:** AR 672-20, paragraphs 8-7 and 9-5.

**Criteria:** Individuals or groups nominated for this award must have provided outstanding service that made a substantial contribution or was of significance to the MACOM concerned. Individuals eligible for this award include civilians not employed by the Army or Army contractors, Federal Government officials at the policy-development level, and technical personnel who serve the Army in an advisory capacity or as consultants.

**Nominating Procedures:** Nominations must be sent through the chain of command.

**Award:** Lapel button and DA Form 7012 (Certificate of Appreciation for Patriotic Civilian Service).

**Approval Authority:** Commanders, to include tactical commanders, in the rank of lieutenant colonel and above.

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### Certificate of Appreciation

**Reference:** AR 672-20, paragraph 9-7.

**Criteria:** Individuals nominated for this award must be private citizens not employed by the Army or Army contractors. This award may be presented when a higher-level honorary award is not appropriate. Local commanders and other locally authorized individuals may present this award as honorary recognition for civilians.

**Nominating Procedures:** Nominations must be sent through chain of command.

**Award:** DA Form 7013 (Certificate of Appreciation). Certificate may be overprinted for particular groups or events.

**Approval Authority:** Commanders, to include tactical commanders, in the rank of lieutenant colonel and above.